

# Instructions for Navigating to the Submit Reporting Requirements Site

**Step 1** From the Submit Reporting Resources page (<https://www.eere-pmc.energy.gov/SubmitReports.aspx>) on the PMC, select the "Log into the Recipient/Applicant Site" link.

The screenshot displays the EERE Project Management Center website. At the top, the U.S. Department of Energy logo is on the left, and the text "Energy Efficiency & Renewable Energy" is on the right. The main header "EERE Project Management Center" is centered. Below the header is a navigation bar with links: HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A search bar is located on the right side of the navigation bar. Below the navigation bar, a breadcrumb trail reads: "EERE Project Management Center » Recipient Resources » Submit Reporting Requirements". On the left side, a sidebar menu lists various links: Recipient/Applicant Login, Submit Reporting Requirements (highlighted), FEMP Contractor Document Upload, NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is titled "Recipient Resources Reporting Requirements Submit Reporting Requirements Online". It contains a paragraph explaining that users must create an Applicant/Recipient Login account or use an existing one. Below this paragraph is a list of links: "Log into the Recipient/Applicant Site" (circled in red) and "Register a new Recipient/Applicant Login Account". A "Resources" section follows, listing two PDF links: "Instructions for Setting up a Recipient/Applicant Login Account (PDF 899 KB)" and "Instructions for Navigating to new Submit Reports Location (PDF 899 KB)". A link "Click here for Questions and Comments" is also present. At the bottom, a note states "Some Documents are available as Adobe Acrobat PDFs" with a "Download Adobe Reader" link.

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Login: DOE Officials - Public Users

## EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center  
Search Help  **SEARCH**

[EERE Project Management Center](#) » [Recipient Resources](#) » [Submit Reporting Requirements](#)

Recipient/Applicant Login  
**Submit Reporting Requirements**  
FEMP Contractor Document Upload  
NEPA Compliance Information & Submissions  
eFOIA Electronic FOIA Request  
State Energy Policy (SEP) Reference Documents  
Forms  
Questions & Comments

### Recipient Resources Reporting Requirements Submit Reporting Requirements Online

All Submit Reporting Requirements users must create an Applicant/Recipient Login account or use an existing account for this feature. To have access to the previously uploaded documents and to view the printable FARC, it is important that the new account be created using the same email address listed as Business or Technical Contact in the PMC.

- [Log into the Recipient/Applicant Site](#)
- [Register a new Recipient/Applicant Login Account](#)

#### Resources

- Instructions for Setting up a Recipient/Applicant Login Account ([PDF 899 KB](#) ).
- Instructions for Navigating to new Submit Reports Location ([PDF 899 KB](#) ).

[Click here for Questions and Comments](#)

Some Documents are available as Adobe Acrobat PDFs. [Download Adobe Reader](#).

**Step 2** Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue..." button.



The image shows a web page titled "Welcome Applicants and Recipients" and "EERE-PMC Sign-in Page". It features a "Sign-in" header, a "Sign-in E-mail Address:" label with a text input field, and a "Continue..." button. Below the button are links for "Register a New Account" and "Lost Password?". The page also displays the U.S. Department of Energy Golden Field Office logo and a "WARNING!" section with a disclaimer about federal computer system usage.

**Welcome Applicants and Recipients**  
**EERE-PMC Sign-in Page** [Return to Main EERE-PMC web site](#)

**Sign-in**

Sign-in E-mail Address:

[Continue...](#)

[Register a New Account](#) [Lost Password?](#)

  
**U.S. Department of Energy**  
**Golden Field Office**


**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning


**Step 3** Complete the Sign-in verification page completing all required fields as indicated and click the "Continue..." button.

*NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.*

**Welcome Applicants and Recipients**  
**EERE-PMC Sign-in Page**[Return to Main EERE-PMC web site](#)

**Sign-in**

**Pass Image & Pass Phrase**  
(if this image & pass phrase do not correspond to your account,  
please contact the help desk at [eere-pmc@ee.doe.gov](mailto:eere-pmc@ee.doe.gov)).



**Pass Phrase:**

**Challenge Question:** What was your first pet's name?

**Challenge Answer:**

**Password:**

**Step 4** Check the "I agree to this web site's terms of use" box and click the "Continue..." button.



**Welcome**  
**EERE-PMC User Account Home**

[Return to Main EERE-PMC web site](#) | [Sign out](#)

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**Security Notice**

This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

☐ I agree to this web site's terms of use.

[Continue...](#)

ERROR: undefined  
OFFENDING COMMAND: '~

STACK: